Tech Support/IT Systems

**Sandalwood Academy of Information Technology**

**2013-2014**

Instructor: Mr. Khalil

Room: 101

Telephone: (904) 646-5100 x2101

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**REQUIRED**: Paper and writing utensil. Notebook. USB thumb drive.

**TOPICS COVERED:** Windows 7/8 Operating System; Building, Repairing & Networking PCs.

**COURSE STRUCTURE**

Tests/Exams/Projects 50-250 points each (usually 100)

Bell Work/Mini-Quizzes 1-5 points each

Homework/Classwork 5-50 points each

**GRADING:** A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F = 0-59%. Minimum grade of “B” for passing *MTA Windows*, “A” if you also pass *MTA Networking* or both *A+* tests.

**Tests and Exams** are based on classwork and homework. Make-ups are only given after school.

**We will review all Academy Student grades in all your classes every two weeks.** Bringing in a copy of your Grade Portal printout will be part of your grade in this class.

**Bell Work/Mini-Quizzes** should be simple. No make-ups for unexcused absences or tardies.

**Assignment Headings:** (a.) First/Last Name, (b.) Date, (c.) Period, (d.) Assignment.

**Make-Up Policy:** You have as many days to make up your work as you missed (excused absence).

**Discipline**, both individually and as a classroom, is critical to learning. This is a “Career Education” course. You are here not only to learn about computers, but also to learn how to be a mature adult in the workplace. This includes being on time, meeting deadlines, and working well with others. The standards for behavior here are higher than other classes. You should know that inappropriate use of computers is a Class 2 offense (like fighting). Any violations will be taken extremely seriously. So, although I’m sure this will not be a problem, please be aware: **repeated discipline issues may result in your removal from both the class and the Academy**.

**I want every student to learn and master the material.** For this reason, I am available to meet with students after school by appointment. As a final note: if you do not have access to Grade Portal, make sure you get it. Keeping up with your grades is your own responsibility.